



CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS

JOB OPPORTUNITY BULLETIN

OFFICE TECHNICIAN (TYPING)

FINAL FILING DATE: UNTIL FILLED

LOCATION: SACRAMENTO

SALARY RANGE: \$2,598 - \$3,157

The Department of Financial Institutions (DFI) is seeking to fill an Office Technician (Typing) vacancy in the Sacramento Office. DFI is located next to Light Rail.

POSITION: Under the general direction and supervision of the Deputy Commissioner, the Office Technician (Typing) provides clerical support and performs a variety of support tasks for the Sacramento examination staff using a high degree of initiative and independence. The incumbent maintains a neat and professional reception area; provides assistance to visitors and callers; performs general receptionist duties; and provides back-up clerical support for the Sacramento Regional Office.

DESIRABLE QUALIFICATIONS: Must be able to type at least 40 WPM (certification required). Knowledge of modern office methods, supplies and equipment, business English and correspondence and principles of effective training. Highly motivated with the ability to work independently using a high degree of initiative. Ability to prioritize a wide variety of tasks. Must have excellent people skills with the ability to work well with the public and fellow office staff. Proficiency and knowledge of Microsoft Office products (Word, Excel, Access, etc.) and proper use of the Internet. Diligently follow written and verbal instructions. Punctuality and good attendance is essential.

WHO MAY APPLY: Applicants must have a current permanent appointment to the Office Technician (Typing) class or have transfer, reinstatement or list eligibility for a permanent, full-time appointment. Also willing to consider Office Assistant (Typing) eligibles. Only the most competitive applicants will be invited to participate in the interview process.

SUBMIT APPLICATION TO:

Department of Financial Institutions
Human Resource Office
Attn: Matt Velasquez
1810 – 13th Street
Sacramento, CA 95814
(916) 327-4636